

Guide for Review of Subrecipient Written Agreements			
Name of Participating Jurisdiction (PJ):			
Staff Consulted:			
Subrecipient:		Agreement Date:	
		Amount:	
Name(s) of Reviewer(s):		Date:	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."

Instructions: This Exhibit is designed to review the PJ's written agreement with a subrecipient for compliance with HOME regulatory requirements. Complete one Exhibit for each subrecipient agreement reviewed. Follow the sampling guidance in Section 7-4 of the introduction to this Chapter.

Questions:

1.

Was a written agreement executed between the PJ and the subrecipient? [24 CFR 92.504(b)]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

2.

Does the written agreement describe the use of HOME funds? [24 CFR 92.504(c)(2)(i)]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

3.

Is there a schedule for the completion of tasks in the written agreement? [24 CFR 92.504(c)(2)(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

4.

Is there a budget for the project in the written agreement? [24 CFR 92.504(c)(2)(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

5.

Is the period of the written agreement specified? [24 CFR 92.504(c)(2)(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

6.

Do the statement of work, schedule, and budget contain sufficient detail to enable the PJ to effectively monitor performance under the agreement? [24 CFR 92.504(c)(2)(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

7.

Does the agreement state that program income is either to be remitted to the PJ or, retained by the subrecipient to carry out additional eligible activities? [24 CFR 92.504(c)(2)(ii)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

8.

Does the agreement require the subrecipient to comply with applicable uniform administrative requirements, as described in 24 CFR 92.505? [24 CFR 92.504(c)(2)(iii)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

9.

Does the agreement require the subrecipient to carry out each activity in compliance with all Federal laws and regulations described in 24 CFR 92, Subpart H, except for 24 CFR 92.352 (since the subrecipient does not assume the PJ's responsibilities for the environmental review) and 24 CFR 92.357 (because the intergovernmental review process does not apply to the subrecipient)? [24 CFR 92.504(c)(2)(iv)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

10.

If the HOME funds received by the subrecipient will be used for housing containing five or more HOME assisted units, does the agreement specify the subrecipient's affirmative marketing responsibilities in accordance with 24 CFR 92.351? [24 CFR 92.504(c)(2)(v)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

11.

Does the agreement between the PJ and the subrecipient specify that:	
a. the subrecipient may not request disbursement of HOME funds under the agreement until the funds are needed for payment of eligible costs? [24 CFR 92.504(c)(2)(vi)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
b. the amount of each request is limited to the amount needed? [24 CFR 92.504(c)(2)(vi)]	<input type="checkbox"/> <input type="checkbox"/> Yes No

c. program income is to be disbursed before the subrecipient requests funds from the PJ? [24 CFR 92.504(c)(2)(vi)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

12.

Does the agreement specify that, upon expiration of the agreement, the subrecipient must transfer to the PJ any HOME funds on hand at the time of expiration for any accounts receivable which are attributable to the use of HOME funds? [24 CFR 92.504(c)(2)(vii)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

13.

Does the agreement specify the particular records that must be maintained and the information or reports that must be submitted in order to assist the PJ in meeting its recordkeeping and reporting requirements? [24 CFR 92.504(c)(2)(viii)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

14.

Does the agreement specify remedies for breach of the provisions of the agreement? [24 CFR 92.504(c)(2)(ix)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

15.

Does the agreement specify that, in accordance with 24 CFR 85.43, suspension or termination may occur if the subrecipient materially fails to comply with any term of the agreement? [24 CFR 92.504(c)(2)(ix)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

16.

If the subrecipient provides funds to for-profit owners or developers, nonprofit owners or developers, subrecipients, homeowners, homebuyers, tenants receiving Tenant-Based Rental Assistance, or contractors who are providing services to the subrecipient, does that subrecipient have a written agreement with such entities which meets the applicable requirements of 24 CFR 92.504(c)? [24 CFR 92.504(c)(2)(x)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			